

Appointment

From: Bynum, Whitney [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5E480239C7364FEAA9A625A2E4F17799-BYNUM, WHITNEY]
Sent: 11/6/2019 9:25:50 PM
To: Bynum, Whitney [bynum.whitney@epa.gov]
Subject: To Do List
Start: 11/8/2019 3:00:00 PM
End: 11/8/2019 3:30:00 PM
Show Time As: Busy

Update training list
Superfund 101
Problem Solving Corps Training

Update COR training
Superfund 101

Problem solve TBA program/application
Funding request...template...previous year...projects in the queue
TBA presentation
Update TBA application

Weekly Report...find template

<https://www.template.net/business/report-templates/sample-weekly-report-template/>

<https://www.template.net/editable/1425/weekly-report-card>

<https://www.template.net/editable/796/weekly-report>

<https://venngage.com/templates/reports/employee-weekly-activity-report-d58e093c-2355-4939-9c3f-809958285379>

Mon-Wed: Problem Solving Guide training
Wed: Submitted TBA Lean project request
Thursday: Met with TBA Team (Todd, Brad) and discussed:

- Application list
- Transition strategy

Corrections made to Brownfields Conference Travel

Friday:

Met with BSPR (Jennifer, Susan, Deb) on Maquoketa TBA application